



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5200

AFYB-CG

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-00-03 Officer Assignment and Management Policy

1. REFERENCES.

a. III Corps Command Policy #G1-99-06 (Officer Assignment and Management Policies).

b. Department of the Army Pamphlet 600-3 (Commissioned Officer Development and Career Management).

2. PURPOSE. This policy letter governs officer assignments and management, in particular, company grade branch qualification and field grade professional development.

3. APPLICABILITY. This policy applies to all subordinate units in 4th Infantry Division (Mech).

4. POLICY.

a. Commander's Objective. My objective is to maintain an equal distribution of the officer population (+/-5%) between Major Subordinate Commands (MSCs) while promoting fair and equal treatment to ensure all officers are provided the opportunity to fulfill Army requirements. Officers in the senior year groups of any grade, who have completed prescribed military education levels, will have priority for filling Branch Qualifying (BQ) positions. Consistent with the Officer Distribution Plan (ODP), my must fill positions by-grade and specialty throughout the Division are: commands, Division primary and special staff, brigade/battalion Executive Officers and S3s. All other positions will be as level of fill permits.

b. Tour Objective. At 24 months time on station officers are eligible for a Permanent Change of Station (PCS) move. MSCs should identify officers early to fill key billets and request

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stabilization. Requests for stabilization beyond 24 months will be forwarded through command channels to ACofS, G1.

c. Brigade/Battalion Command. The Army Policy for brigade and battalion command is 24 months. Anything other than exactly two years in command requires an extension or curtailment. Requests for extension or curtailment of brigade/battalion commands will be forwarded through command channels to the ACofS, G1 for my endorsement. Submission of a request does not constitute approval. Accordingly, units will not publish invitations or commit resources prior to explicit approval being granted by higher Headquarters.

d. Majors. I will manage and approve all field grade assignments in the Division. Field grade Officers will not be moved to a new position, once assigned, without my explicit approval. Requests to move field grade officers into a new position will be submitted through the ACofS, G1 for my endorsement. The approval authority for this action is the Commander, III Corps.

(1) Officer Eligibility. My objective is that every major assigned to the 4th Infantry Division (Mech) will have an opportunity to serve in one or more field grade BQ position for 24 months (+/-6 months) prior to being considered for promotion to lieutenant colonel in the primary zone. The minimum objective is one BQ job for 18 months (+/- 6 months). The field grade Order of Merit List (OML) is managed by Corps Officer Management per the Corps policy letter. An officer must have completed military education level of CGSOC or equivalent (MEL 4 either resident or non-resident) in order to be eligible to serve in a field grade BQ position. Officers who are not MEL 4 qualified will only be assigned to a field grade BQ position if no MEL 4 officers are available on Fort Hood. Commanders will counsel, in writing, those officers fully eligible but not assigned to a field grade BQ position because of performance shortcomings.

(2) Tour Length. Professional development positions for majors will generally last 18 months (+/-6 months). This is in compliance with DA PAM 600-3. However, unit operational requirements will dictate the actual duration of duty. Officers will normally not serve in such positions twice. I will consider branch qualified officers to fill brigade level professional development positions when feasible. Submit all requests for second BQ jobs and stabilization through command channels to the ACofS, G1 for my endorsement.

e. Captains.

(1) Company Command. The tour length for company command will be 18 months (+/-6 months). All captains who have completed Captain's career course and have not commanded a

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battery/company/troop, or equivalent, will be considered for that opportunity. All company commanders will serve some amount of time on a battalion, brigade or the division staff prior to assuming command. MSCs will maintain a command OML for commands within their organizations. The G1 will maintain command OMLs for military intelligence and signal corps officers within the Division with input from the 104th Military Intelligence

Battalion Commander; 124th Signal Battalion Commander; ACofS, G2; and ACofS G6. All command OMLs will give priority for command opportunities to senior year group captains. Captains who have not attended the advanced course may not command unless there are no advanced course graduates available. In this case, an exception to policy must be submitted through the chain of command to the ACofS, G1 for my endorsement. The approval authority for this action is the Commander, III Corps.

(2) Command of a Headquarters Company. The mere size and complexity of a headquarters company requires a strong, qualified captain. Every effort will be made to ensure headquarters companies for Armor and Mechanized Infantry Battalions, Headquarters Division Artillery, Brigade Reconnaissance Troops and the Division HHC will be a second command for a captain. Due to Army wide branch qualified captain shortages, PERSCOM will only commit to 24 months cumulative time in command for second commands. Ideally, each command should be 12 months in duration. Commanders must identify captains within the first few months (6-8 months) of their first command tour in order to properly plan for second command opportunities.

(3) Filling Commands with Authorized Branches. Headquarters commands are the only commands that may be offered to officers of branches other than what is authorized by the MTOE. In these instances, a request will be forwarded through the ACofS, G1 for an impact analysis and my approval.

f. Lieutenants.

(1) Lieutenants will be assigned to the lowest level possible for professional development. My objective is for lieutenants to spend their entire tour as a Lieutenant at the company level. All Lieutenants assigned to battalion or brigade staffs must be approved by the first Colonel(O-6) or above in the chain of command.

(2) Branch Detail. Adjutant General and Military Intelligence lieutenants are detailed for three years. Conversion to the parent branch occurs at 3 years of commissioned service at which point the officers will be reassigned into those specialties. Signal, Finance, Transportation, Ordnance, and Quartermaster lieutenants are detailed for two years and will attend a transition course at the two year mark coordinated by the basic branch. Following

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attendance at the transition course, these officers should be assigned to a position corresponding to their basic branch. However, mission requirements and readiness may require these lieutenants to briefly continue serving in their detailed position or to move to a parent branch prior to their transition course.

g. Low-Density Branch Management. I will rely on my experts to assist in managing the distribution of low-density branches to include signal corps, military intelligence, and chemical officers. The G1 will manage a slate for company grade officers in these branches. Input for the slate will be provided by the staff proponents and the 104th Military Intelligence Battalion Commander and 124th Signal Battalion Commander.

h. Reserve Component. I intend to ensure all Reserve Component (RC) officers are fully integrated into the first multi-component digitized division. We will provide RC officers the opportunity to fulfill Army requirements and promote fair and equal treatment for professional development in accordance with Reserve Component procedures.

(1) Tour Objective. The normal tour objective for RC Officers assigned to the 4th Infantry Division (Mech) is 36 months. MSCs should identify officers early to fill key billets and request stabilization. All requests for stabilization will be forwarded through command channels and the ACoF, G1.

(a) For Reservists the 90th Regional Support Command maintains the right to routinely reassign officers at any time.

(b) USAR-AGR officers are reassigned by AR-PERSCOM, Full Time Support Directorate (FTSMD).

(2) Duty Positions. RC officers will be directly assigned from their headquarters to a specific duty position within the Division. No MSC has the authority to deviate from the position stated on an officer's orders. All requests for a change in duty position within or outside of an MSC must go through the ACoF, G1 to the appropriate component.

5. SUPERSESSION. This Command Policy Memorandum supersedes Command Policy Memorandum Number 3, dated 10 July 2001.

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6. EXPIRATION. This Command Policy Memorandum expires 8 July 2003, unless superseded or rescinded sooner.

"STEADFAST AND LOYAL"

ORIGINAL SIGNED

RAYMOND T. ODIERNO
Major General, USA
Commanding

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